FMIS INFORMER

NIGP Code Upgrade in ADPICS

An analysis document was sent out in October to all agency functional coordinators and security officers. It is an impact analysis that DoIT conducted on DGS' behalf to update ADPICS Commodity Codes to current NIGP Codes.

This will be discussed at the next ADPICS Committee meeting on November 21, 2013 at 1:30 p.m. DGS would like agencies to weigh in on the impact to their agency at the meeting. Please see page 4 of this Informer for more information on the meeting.

PO Print to PDF

ASM is currently in the test phase of displaying ADPICS Purchase Orders in PDF. The buyer ID email address is being used for testing.

Please attend the November 21st ADPICS Committee meeting for more information/if you have any questions regarding the PDF print. Please see page 4 of the Informer for details on the meeting.

MBE REPORTING

The Procurement and accounting staff who are creating BPOs, POs and direct vouchers in ADPICS are advised that they should be referencing the DOIT FMIS document viewed at http://doit.net.md.gov/servdesk/fmisdocs/adpicsreports/Comptroller%20Objects%20Commodities%20Exclusions.pdf to ensure that the correct agency object and subobject is selected for every transaction. The document lists the codes that are associated with transactions that are exempt from MBE reporting. In working with agencies to improve the accuracy of MBE reporting, it has come to the attention of the Governor's Office of Minority Affairs (GOMA) that some agencies are using exempt codes for non-exempt items and vice versa. Failure to use the correct codes when creating these transactions directly impacts the accuracy of the standard FMIS MBE reports such as the PCHL710, 711, 717, 718, etc. because the exempt codes are written into the programming of these reports.

Agency procurement, accounting, and MBE staff are having to spend much more time than necessary trying to sort out reportable vs. non-reportable transactions either monthly, quarterly, or at the end of the fiscal year when GOMA attempts to verify the accuracy of agencies' MBE reports. You are asked to do your part to make sure that the codes used are the correct ones for the transaction. Questions regarding what code should apply to a particular transaction/contract item should be directed to the appropriate control agency and/or GOMA.

ADC Technical Bulletin 307
FTP Restricted

The ADC plans to use ACF2 to restrict the ability of mainframe users to FTP files to and from the ADC mainframe beginning on January 13, 2014. This change will not affect FTP usage by jobs that are run by Tivoli Workload Scheduler (OPC).

If you wish to retain the ability to FTP files, please contact an ACF2 Security Officer from your agency; a list of ACF2 Security Officers may be found at: http://www.adc.state.md.us/pdf/Security_Officer_Report.pdf
ACF2 Security Officers: please email to Maricarole Jones mjones@comp.state.md.us the ACF2 logon IDs and names of the people to whom the access should be granted; please email your request on or before December 31, 2013.

If you have any questions, please contact Maricarole Jones at 410-260-6352.

**Rumba file transfers are impacted. Once ADC implements the rules ONLY those whose logon id's have been supplied will be able to execute an FTP from their desktop or through a batch job unless that job is run via OPC.

General Ledger Zero Balance is scheduled to process on Saturday, Nov. 9th.   CICSP51 (Production Region) will be shutdown until approximately 12 noon.

Fixed Asset Depreciation FY 2014

For the remaining months of fiscal year 2014, GAD will run the fixed assets depreciation on the following dates:

November 25, 2013	**December 26, 2013**	**January 22, 2014**
February 26, 2014	**March 26, 2014**	**April 23, 2014**
May 28, 2014		

June 2014 depreciation run: as soon as agencies complete recording FY2014 fixed asset transactions in the Fixed Asset Subsystem.

THERE IS A CHANGE TO THE EDITS ON THE 52/51 SCREENS:

The R*STARS 52/51 screens have a new edit for the STATE field. The valid states are listed below. The use of 'XX' requires including a valid COUNTRY as defined on the D53 screen table id of 'CNTY' and the values in the title field. Note for Interface Agency Vendor files: Records where the state field = 'XX' will error on the DAFR7101/2 reports. Your agency Vendor Coordinator will be able to add these online directly into R*STARS but if an update to an existing vendor number these will require contacting GAD.

CODE: V21   INV/BLANK STATE   DATA ELEMENT: VENDOR STATE

EXPLANATION: VENDOR STATE IS REQUIRED. IT MUST BE A VALID STATE ABBREVIATION (US POSTAL SERVICE STANDARDS). THE VALID STATE ABBREVIATIONS ARE AS FOLLOWS AND ARE DEFINED IN THE 'DAFWSTAT' COPY MEMBER.

AL-ALABAMA	MD-MARYLAND	RI-RHODE ISLAND
AK-ALASKA	ME-MAINE	SC-SOUTH CAROLINA
AR-ARKANSAS	MI-MICHIGAN	SD-SOUTH DAKOTA
AZ-ARIZONA	MN-MINNESOTA	TN-TENNESSEE
CA-CALIFORNIA	MO-MISSOURI	TX-TEXAS
CO-COLORADO	MS-MISSISSIPPI	UT-UTAH
CT-CONNECTICUT	MT-MONTANA	VA-VIRGINIA
DE-DELAWARE	NE-NEBRASKA	VT-VERMONT
FL-FLORIDA	NC-NORTH CAROLINA	WA-WASHINGTON
GA-GEORGIA	ND-NORTH DAKOTA	WI-WISCONSIN
HI-HAWAII	NH-NEW HAMPSHIRE	WV-WEST VIRGINIA
IA-IOWA	NJ-NEW JERSEY	WY-WYOMING
ID-IDAHO	NM-NEW MEXICO	DC-WASHINGTON D.C.
IL-ILLINOIS	NV-NEVADA	AE-MILITARY CODE
IN-INDIANA	NY-NEW YORK	AA-MILITARY CODE
KS-KANSAS	OH-OHIO	AP-MILIATRY CODE
KY-KENTUCKY	OK-OKLAHOMA	XX-REQUIRES VALID COUNTRY
LA-LOUISIANA	OR-OREGON	AS DEFINED ON D53 SCREEN-
MA-MASSACHUSETTS	PA-PENNSYLVANIA	'CNTY' TABLE-ID & TITLE FIELD

ADPICS ADDITIONAL ELEMENTS (2353, 2356)

Please use the correct codes in ADPICS for the additional elements screen. Provided below is a link to the BPW Advisory 1998-2 Utilization of ADPICS for Procurement Transactions procedures and an attachment of the different codes and corresponding descriptions.

http://bpw.maryland.gov/Pages/adv-1998-2.aspx

NEXT MEETINGS SCHEDULED

The next ADPICS PUG meeting is November 21, 2013 at DoIT (45 Calvert Street, Annapolis, MD Conference Room 427A/B), 1:30 p.m. - 4 p.m.

The agenda for the November meeting can be found on the BBS under *ADPICS Meeting Minutes/November, 2013 ADPICS/PUG Committee Meeting Agenda*
(https://www.doit.state.md.us/bbs/login.asp, user id = bbsuser and password = bbsstate1)

To connect and call in remotely from your desk:

1. Enter http://www.intercall.com/iumGo

*2. In the right corner, click **JOIN MEETING**.*

3. At Moderator's User Login enter 5012161452.

*4. Click **Join As Participant**.*

*5. When prompted, select **Dial In Now**.*

6. Dial (855) 297-3227 and enter the Conference Code: 2836957129 followed by #.

The *New* Statewide Visual Communication Services (VCS) Contract for interpretation services for the Deaf and Hard of Hearing

Kick-off Meeting will be held on Thursday, November 21, 2013

The four Categories of Services are:

- **On-Site Interpretation,**
- **On-Site Computer Assisted Real-Time Transcription (CART),**
- **Video Remote Interpretation (VRI), and**
- **Remote (CART).**

This contract provides Maryland State Agencies, Maryland local governments, counties, municipalities, and Maryland nonprofit organizations with competent, continuously available visual communication services.

Date: November 21, 2013
Time: 9:00AM – 11:00AM
Location: MDOT Headquarters, 7201 Corporate Center Dr., Hanover, MD 21076

NEXT MEETINGS SCHEDULED (continued)

DBM will not have an official SPAG meeting again until Spring 2014. *If you have any questions regarding this meeting, please contact Jamie* Tomaszewski @ 410-260-7386 or jamie.tomaszewski@maryland.gov

UPCOMING HOLIDAY/SERVICE REDUCTION DAY SCHEDULE

On the below Service Reduction Days, FMIS will be up, however, there will NOT be a batch cycle. Interface files will be picked up as a normal holiday schedule.

November 11, 2013 - *Monday* - Veterans' Day

November 27, 2013 - *Wednesday before Thanksgiving* - Service Reduction Day

November 28, 2013 - *Thursday* - Thanksgiving Day

November 29, 2013 - *Friday* - American Indian Heritage day

December 24, 2013 - *Tuesday before Christmas Day* - Service Reduction Day

December 25, 2013 - *Wednesday* - Christmas Day

December 31, 2013 - *Tuesday, New Years Eve* - Service Reduction Day

January 1, 2014 - *Wednesday* - New Years Day

January 20, 2014 - *Monday* - Dr. Martin Luther King Jr.'s Birthday

R*STARS Fiscal Month Closing Dates for FY 2014

The dates listed below are the last days for posting to the prior month. The month will be closed on the morning of the next working day.

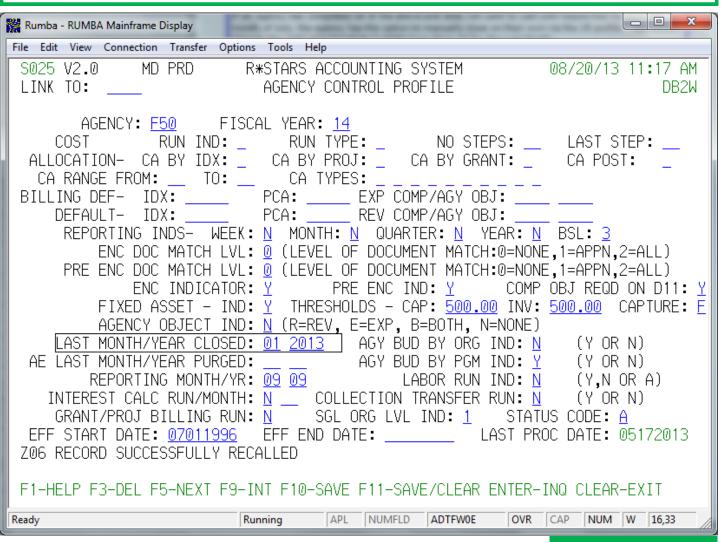|			
October:	November 15, 2013.	November:	December 16, 2013.
December:	January 15, 2014.	January:	February 18, 2014.
February:	March 17, 2014.	March:	April 15, 2014.
April:	May 15, 2014.	May:	June 16, 2014.

If an agency does not want to wait for GAD to close the month, the agency has the option to manually close on their own via the 25 profile - see below. Change the LAST MONTH/YEAR CLOSED from August to September for the Last Month:

This procedure can actually take place for any month when an agency is ready to close before GAD closes around the 15th of the month. For additional information, use the link below to access the GAD Accounting Procedures Manual. Locate section 3.11 for information on the 25 screen.

http://comptroller.marylandtaxes.com/Government_Services/State_Accounting_Information/Accounting_Procedures/Accounting_Procedures_Manual.shtml

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Rumba - RUMBA Mainframe Display

File  Edit  View  Connection  Transfer  Options  Tools  Help

S025 V2.0    MD PRD      R*STARS ACCOUNTING SYSTEM       08/20/13 11:17 AM
LINK TO: ____              AGENCY CONTROL PROFILE                      DB2W

        AGENCY: F50      FISCAL YEAR: 14
   COST       RUN IND: _      RUN TYPE: _      NO STEPS: __    LAST STEP: __
 ALLOCATION- CA BY IDX: _   CA BY PROJ: _   CA BY GRANT: _     CA POST:     _
  CA RANGE FROM: __   TO: __     CA TYPES: _ _ _ _ _ _ _ _ _ _
BILLING DEF-  IDX: _____     PCA: _____ EXP COMP/AGY OBJ: ____ ____
   DEFAULT-   IDX: _____     PCA: _____ REV COMP/AGY OBJ: ____ ____
     REPORTING INDS-  WEEK: N  MONTH: N  QUARTER: N  YEAR: N  BSL: 3
         ENC DOC MATCH LVL: 0 (LEVEL OF DOCUMENT MATCH:0=NONE,1=APPN,2=ALL)
     PRE ENC DOC MATCH LVL: 0 (LEVEL OF DOCUMENT MATCH:0=NONE,1=APPN,2=ALL)
           ENC INDICATOR: Y       PRE ENC IND: Y     COMP OBJ REQD ON D11: Y
         FIXED ASSET - IND: Y  THRESHOLDS - CAP: 500.00 INV: 500.00  CAPTURE: F
         AGENCY OBJECT IND: N (R=REV, E=EXP, B=BOTH, N=NONE)
   LAST MONTH/YEAR CLOSED: 01 2013    AGY BUD BY ORG IND: N    (Y OR N)
 AE LAST MONTH/YEAR PURGED: __ __      AGY BUD BY PGM IND: Y    (Y OR N)
     REPORTING MONTH/YR: 09 09           LABOR RUN IND: N     (Y,N OR A)
  INTEREST CALC RUN/MONTH: N __   COLLECTION TRANSFER RUN: N    (Y OR N)
    GRANT/PROJ BILLING RUN: N      SGL ORG LVL IND: 1     STATUS CODE: A
 EFF START DATE: 07011996    EFF END DATE: _____   LAST PROC DATE: 05172013
 Z06 RECORD SUCCESSFULLY RECALLED

 F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT

Ready            Running    APL  NUMFLD  ADTFW0E    OVR  CAP  NUM  W  16,33
```

Service Desk hours of operations 7:00 a.m. to 5:00 p.m. M—F

410-260-7778 or email us—

service.desk@maryland.gov

Service Desk and Security Services Fax number is

443-926-9742

FMIS Production On-Line Operating Hours
AE / IAE Availability: Effective June 03, 2013

R*STARS/ADPICS: Monday through Friday (except Wednesday) 6:30 AM to 6:30 PM.

Wednesday: 6:30 AM to 4:00 PM

Saturday 6:30 AM to 6:30 PM

Sunday: The system is unavailable on Sundays.

	Batch Cycle Day	**Available Period**
AE	Mon. → Fri.	FY 13 April (10) → Present
IAE	Every Fri.	FY 13 July (01) → March (09)
FF	Last Fri. of the Month	FY 12 *(if needed earlier in the month, can be done through special request.)*
FY 2002 – 2011 available through special request.		

**Special Request must be made by contacting the Service Desk. A ticket will be created and sent to the Functional Team for review to ensure your report will run. Please provide the 91 set-up of Agency, Requestor, Report ID and Request No.

REMINDER: We are now in FY2014 so report requests run as 'CY' produces FY2014 data and 'PY' is FY2013 data.

On weeks that Friday is a Holiday or Service Reduction Day, the previous work day will be considered a Friday for reporting purposes. **This statement is also true when it is the last Friday of the month.**

Interface files are picked up on Holidays and Service Reduction Days (with the exception of Thanksgiving Day and Christmas Day) at approximately the same time they are picked up during a regular work day - 6:30 pm. These files are processed during the next work day's batch cycle. Please note—there is a 3 pm deadline to have interface files submitted.